

Challenge America Fast-Track Review Grants Application Checklist

For your application to be considered complete, all items (including the required number of copies for Items 6, 7, 8, and 9 below) must be included in your application package, which must be postmarked no later than June 1, 2004. Applications that are determined to be incomplete will be returned. Please complete the checklist below to make sure that all required material has been included in your application package. This is solely for your own use. This checklist does NOT need to be included in your application package.

- ☐ 1. **Self-addressed postcard.**
- ☐ 2. **Internal Revenue Service letter that reflects the applicant's current 501(c)(3) status** and legal organization name, or the official document that identifies the applicant as a unit of state or local government, or as a federally recognized tribal community or tribe (two copies). *This documentation is required to demonstrate your eligibility and **must be submitted with each application** to the Arts Endowment.*
- ☐ 3. **Organization & Project Profile form** (three copies).
- ☐ 4. The original (i.e., a set with original signatures) of the following **Application Forms**:
 - ☐ Basic Information (Part 1 and Part 2)
 - ☐ Organizational Background
 - ☐ Organizational Activities
 - ☐ Challenge America Fast-Track Review Grants Details of the Project
 - ☐ Project Budget (Part 1 and Part 2)
 - ☐ Work Sample Index
- ☐ 5. **One work sample** (four copies).

Items 6-9 must be arranged in **six** standard two-pocket folders; label the cover of each folder with the name of your organization. **Each of the six folders** must include the following:

- ☐ 6. The **Application Forms** (one copy per folder):
 - ☐ Basic Information (Part 1 and Part 2)
 - ☐ Organizational Background
 - ☐ Organizational Activities
 - ☐ Challenge America Fast-Track Review Grants Details of the Project
 - ☐ Project Budget (Part 1 and Part 2)
 - ☐ Work Sample Index
- ☐ 7. Up to two **letters of commitment** (one copy per folder).
- ☐ 8. **Biographies** of key project personnel (one copy per folder).
- ☐ 9. A **concise sampling of recent printed matter** about the participating artists and/or arts organizations (one copy per folder).

Send your application package to:

Application Processing
Room 815
Field or Discipline under which you are applying
Challenge America Fast-Track Review Grants
National Endowment for the Arts
1100 Pennsylvania Avenue, NW
Washington, DC 20506-0001